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RECORDS DISPOSITION - DCI STAFF MEETING 2 NOVEMBER 1959

1. I have asked for five minutes this morning to talk about three particular features involved in the disposition of Agency papers or records. My purpose here is to ask each of you to deal with these three features on the next occasion when you have a supervisors group meeting. As you will see, this matter is of real importance to each of you. Beginning on Wednesday of this week, the Management Staff will hold a two-day seminar at with your Area Records Officers. Your interest in this fact is of importance also.

2. You may recall that the Congress passed Public Law No. 751 entitled "Federal Records Act" in 1950 for the whole Federal Establishment. Stimulus for this action came from the Navy. Stimulus from it has spread throughout business and industry. Today, holdings by Dupont total 155,000 cubic feet - by AEC over half a million cubic feet. This Act gave birth to specifications in respect to creation, maintenance and disposition of records within the Federal Government. From it came what we know as the Records Disposition Schedule. Here is one such, selected at random. (This belongs to the DCI.)

These Schedules specify what records shall be destroyed, and when, and what records shall be retained, where, and for how long. The whole Agency has been covered by such Schedules.

Here are two charts which show the results through the end of the last Fiscal Year:

a. It is to be seen that the Records Center []

[] has received a cumulative total of 73,000 cubic feet, of which 25,000 cubic feet have been destroyed as the Schedules have specified, leaving us a net balance today of about 48,000 cubic feet. What these years have done to our housing of records is shown in the next chart. You will see here the growing physical accommodations made necessary by this Program. Our investment [] for the present two contiguous buildings is slightly over \$700,000, but this expenditure saved an investment in filing cabinets of all kinds in the amount of substantially over two and a half million dollars.

3. If we continue accessions at the rate shown, we will have used full capacity by the end of 1962. This means that in 1961 at the latest, we must decide about the need for another warehouse. This threat means that we should begin today to intensively review all Records Disposition Schedules to the end of stepping up records destruction.

4. While so far I have dealt with holdings [] of perhaps greater importance is the fact that today we have approximately 120,000 cubic feet of records here at Headquarters, 52,000 of this total are in the category of "Hold - destroy when no longer needed". This grand total of 120,000 cubic feet eats up 120,000 square feet. This is 12% of the whole useable area in the new building. Another comparison is that the two floors of all of L Building would be 15,000 square feet short to hold this quantity.

If I convert 120,000 square feet into occupancy by employees,

there is here - using standard Government criterion - space for 1,500 employees, and you all know that our present total employee group will not fit into the new building by a substantial margin. Of course, I know that a substantial amount of records must be retained at Headquarters, but I question this very large amount. In this connection, please remember that urgent service for any record that you want is two hours - and regular service is twice a day.

5. The weakest disposition category is: "Hold indefinitely - destroy when no longer needed". This is too often timidity and evasion. It represents the seeming difficulty of making up one's mind. The next weakest lies in the varying periods of time specified for records retention.

6. Therefore, may I ask you to promptly require a thorough-going review of all records Disposition Schedules to the end of a severe scrutiny on these three features:

- a. The amount of records which have to be kept at Headquarters.
- b. The retention dates for holding
- c. An attack on that disposition which says: "Hold indefinitely - destroy when no longer needed".

I will put these three features in writing and mail them to you this afternoon.

One prominent Management Engineer once unwittingly described our problem when he said: "People and paper can't occupy the same space."

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CENTRAL INTELLIGENCE AGENCY
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ACTION		DIRECT REPLY	PREPARE REPLY
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COMMENT		FILE	RETURN <i>to draw</i>
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Remarks:

I advised each of you last week of [redacted] fine presentation at the DCI meeting on 2 November on Records Disposition. Here is a copy of [redacted] presentation; please read it and promptly and hand it to the next person on the list.

[redacted]

Returned to me on 11/25/59

[redacted]

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[redacted]	11/10/59

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